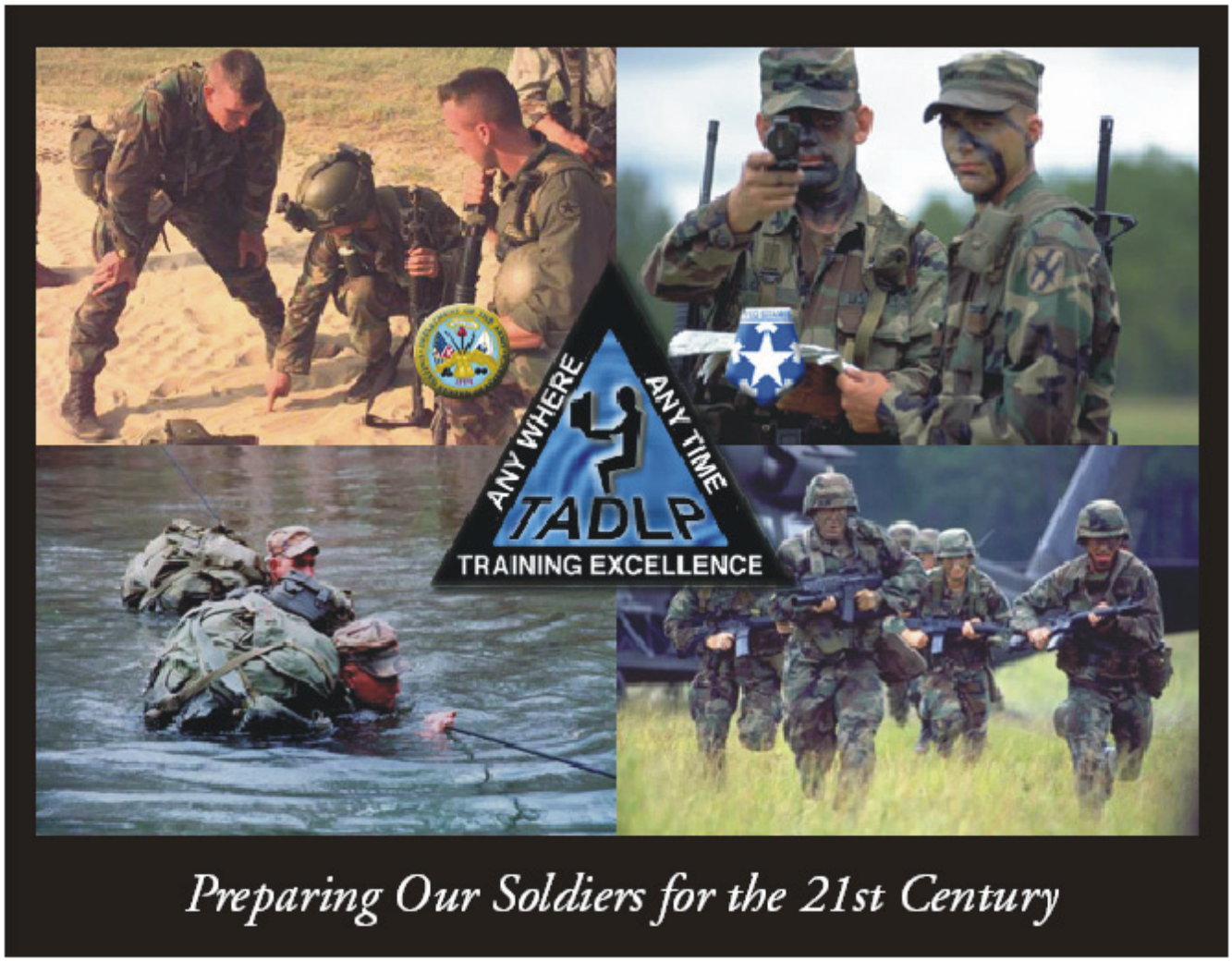
THE ARMY
DISTANCE LEARNING PROGRAM

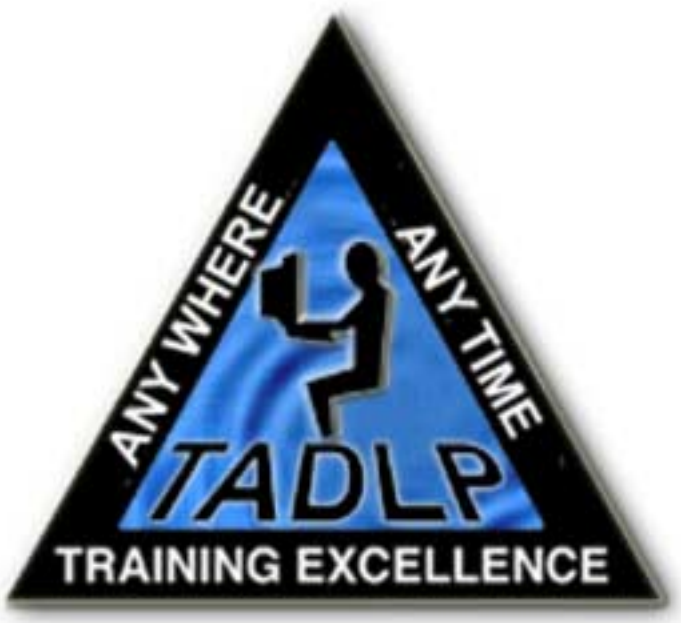


Configuration Management (CM) Plan

Version 2.0

1 September 1999

OFFICE OF THE PROJECT MANAGER
THE ARMY DISTANCE LEARNING PROGRAM



APPROVED BY:

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PREFACE

This document provides policies, procedures, and guidance for the management of the Configuration Management practices during production, deployment, and maintenance support of The Army Distance Learning Program (TADLP). Computer resources include the software, hardware, firmware, developmental documentation, training materials, facilities and manpower required to fulfill the objectives of the TADLP Program Management Office (PMO).

This plan has been written in support of TADLP development, production, and life-cycle maintenance. Its intent is to assist the Distance Learning computer resources architecture development, facilitate management practices, and optimize reuse of hardware, software, firmware and documentation being developed for the TADLP classroom environment.

This plan will be reviewed, updated, and approved periodically to maximize efficiencies of the TADLP PMO staffing environment in its delineation of programmatic responsibilities entrusted by the Department of the Army, to provide "*training to the warfighter any place, any time.*"

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1.0 INTRODUCTION

1.1 The Army Distance Learning Program (TADLP)

The Army Distance Learning Program modernizes existing Army training systems through application of information technology and a multimedia approach to training delivery. The modernized training system links Army Service schools with the Force XXI Army in the field through common-user telecommunications networks. TADLP delivers standardized individual, collective, and self-paced development training to soldiers, civilian employees, and units at the right place and right time using distributed means and technologies.

1.2 Purpose and Scope

This plan establishes a uniform plan for effective management of Configuration Items (CIs) identified for development and implementation of the TADLP. The Configuration Management (CM) plan provides policies and procedures employed to establish and maintain program integrity throughout TADLP development and life cycle support. Policies and procedures delineated in this plan apply to all activities and subordinate activities within the TADLP PMO purview.

2.0 Configuration Management Officer

The Configuration Management Officer (CMO) coordinates the CM activities of the TADLP while providing internal CM and audit support. Organizational interfaces for implementation of configuration control and delivery schedules are conducted through the functions and agendas of the Configuration Control Board (CCB). The CCB is chaired by the PM until The TRADOC Program Integration Officer (TPIO) assumes the Chair responsibilities at Milestone III. The board includes representatives from the PM and the TPIO.

2.1 Configuration Management Overview

The discipline of CM is essential to the process of System development and maintenance activity. The primary goals of CM are to accurately track all changes within the program, including modifications to the baseline subsystems: classrooms, student workstations, instructor workstations, Video Tele-Training (VTT) systems, courseware, LANs, file servers, and the Functional, Allotted, and Product baseline documentation group. CM requires the full cooperation and participation of all members within the program management organization. The CMO is responsible for providing effective CM procedures and processes to be implemented during the TADLP developmental and life cycles. The following sections provide specific CM responsibilities within the TADLP PMO.

2.2 Responsibilities

CM is primarily the responsibility of the assigned CMO. The CMO is the program manager's administrator of TADLP CM responsibilities. The CM responsibility must be administered in accordance with the policies and procedures established by the PMO, and within the framework of policy reflected in this cm plan. Specifically, the program manager:

a. Promulgates overall project schedule and milestones
b. Establishes the initial configuration index for the TADLP Configuration Items (CIs).
c. Establishes TADLP baseline System/Subsystem Specification (SSS) and Commercial/Government-Off-The-Shelf (COTS/GOTS) software and hardware
d. Establishes routing index and processes for Trouble Reports (TRs) and Engineering Change Proposals (ECPs)
e. Determines TADLP configuration status accounting and report requirements
f. Chairs Configuration Control Board (CCB) meetings
g. Reviews the TADLP Configuration Status Accounting Document (CSAD) as required
h. Provides initial determination of operational requirements for proposed changes to the functional baseline courseware and non-DL-specific courseware
i. Identifies and budgets for project CM functions and support

2.3 Configuration Management Office Responsibilities

The TADLP CM Office serves as the central coordination point for CM functions within the PMO. The CMO coordinates CM matters at the program management level and internal to the TADLP under the cognizance of the PMO. Functions and responsibilities of the CMO include the following:

Administration:

(1). Schedule configuration audits and determine the depth of each audit

(2). Develop and maintain CM plans, procedures, processes and instructions

(3). Maintain files of all CM correspondence

(4). Maintain distribution list for CIs and the project

Configuration Identification:

(1). Assign CI control numbers

(2). Maintain current and historical status of delivery information

TRs and ECPs:

(1). Receive all TRs for processing and administrative control

(2). Acknowledge receipt of TRs received from all activities

(3). Review TR data for completeness

(4). Assign TR and ECP identification numbers

(5). Input TR and ECP data into the CM Database (CMDB)

(6). Maintain master files of TRs and ECPs submitted for processing

(7). Maintain the master index of configuration versions

(8). Initiate reviews and evaluations to provide status accounting reports to Division Chiefs and to ensure timely processing of TRs and ECPs

Configuration Control Board:

(1). Provide overall coordination of CCB functions

(2). Coordinate preparation and distribution of the CCB meeting agenda

(3). Distribute CCB agenda items to CCB members for review

(4). Record, distribute, and file minutes of each CCB meeting

(5). Track suspense for CCB action items

Status Accounting:

(1). Establish and maintain a configuration status accounting

(2). Provide biweekly status reports of open program TRs and ECPs

Provide support for audits, verification and validation, and CM reports, when tasked

Conduct audits of designated CIs

Data Management:

(1). Develop and maintain multiple databases in support of CM

(2). Generate special reports and other structured reports as requested

(3). Provide support for the development and maintenance of TADLP CMDB

(4). Provide CM support and procedures for remote access to the CMDB

(5). Develop and maintain master data files

(6). Generate status accounting reports

(7). Distribute document and changes to authorized holders

2.4 Boards and Committees

The CCB is established as a policy-making board for exercising CM within the TADLP system and program.

2.5 TADLP Configuration Control Board (CCB)

2.5.1 The CCB is composed of the following program management staff:

a. Program Manager, Chairman
b. TPIO, Co-chairman
c. System Engineer
d. Independent Tester
e. PMO Division Chiefs, Advisors
f. Configuration Manager, Secretary

2.5.2 CCB Duties and Responsibilities

2.5.2.1 The duties of the CCB are:

a. Accept responsibility and control of specified baseline documents
b. Review the impact of changes on TADLP functional requirements
c. Review, approve/disapprove, or defer proposed
d. Authorize interim change implementation
e. Make recommendations for resolution of changes
f. Identify shortfalls and deficiencies of designated interfaces
g. Resolve disagreements concerning ECPs and TRs
h. Provide direction for configuration control matters
i. Evaluate implementation impact of modifications to existing CIs

2.5.2.2 Operations

The CCB Chairman (PM), or in his absence the Co-chairman (TPIO) conducts the formal CCB. The Chairman renders the final decision regarding the course of action to be taken on each item presented to the board. Formal CCB meetings are conducted quarterly, or when the ECP classification and severity determines the necessity. Class I ECPs require the CCB to convene, approve, and provide the go-ahead for implementation dates for the engineering change. Class II ECPs require CCB Chair and Co-chair signatures (only) for approval.

The CMO provides an agenda to each member of the CCB at least 10 working days in advance of a scheduled meeting. Original ECPs, comments, impact statements, and other necessary data will be available within the CM office for review by each member or his representative. Members must be prepared to provide an impact statement in their area of responsibility. Emergency CCB meetings are convened through the CMO whenever necessary to respond to program requirements.

2.5.2.3 Agenda Packages

CCB agenda packages consist of the agenda and the change package (s). Agendas are prepared and distributed by the CCB Secretary (CMO) and consist of:

a. The date, time, and location of the meeting
b. A list of items requiring further action for
c. The change package

2.5.2.4 Execution of Formal TADLP CCB

Formal CCBs are conducted by the Chairman, and shall:

a. Review agenda and consider requests to change the sequence of scheduled items
b. Solicit evaluation comments from CCB members
c. Assign action items to individual
d. Render a decision to approve, disapprove, or defer action.

2.5.2.5 Post-TADLP CCB Actions

The CCB Secretary shall:

a. Prepare the minutes of all CCB proceedings
b. Distribute the minutes of the proceedings to all CCB participants
c. Forward appropriate ECPs to higher level

2.5.2.6 Execution of Informal TADLP CCB

The functions of formal CCBs for Class II ECPs are accomplished informally via the ECP action and routing process available in the CMDB.

3.0 Configuration Identification

3.1 Configuration identification includes:

a. Selection of CIs
b. Determination of the types of documentation required for each CI
c. The issuance of numbers and other identifiers affixed to the
d. Controlled release of technical data
e. Establishment of configuration baselines for CIs

3.2 Baseline Management

3.2.1 Functional Configuration Baseline

The PMO is responsible for generating the Functional Configuration Documentation (FCD) required for the functional baseline. The FCD shall be in the form of a System/Subsystem Specification (SSS), plus other applicable documentation , (e.g. Interface requirements and Interface Control documents). The FCD should also identify the configuration documentation for selected items which are to be integrated or interfaced with the CI, such as items separately developed or currently in the inventory.

3.2.2 Allocated Configuration Baseline

The allocated baseline is established at the system requirements level to define the allotted requirements of all principal subsystems. The PMO shall generate Allocated Configuration Documentation (ACD) required for the allocated baseline. The ACD shall define requirements allocated from the System/Subsystems Specification or from a higher level CI to a lower level CI. The ACD shall be in the form of a Software Requirements Specification (SRS).

3.2.3 Product Baseline

The contractor shall generate the Product Configuration Documentation (PCD) required for the product baseline in accordance with the requirements of the contract. The PCD shall be in the form of item, software, material, process specification, engineering drawings, software listings, software design documentation, military specifications, and other technical documentation. The PCD shall comprise a complete technical data package for the CI. The PCD may also be in the form of the actual equipment and/or software media. The PCD shall prescribe the necessary physical and functional characteristics of the CI and the verification required for demonstrating required performance.

3.3 Configuration Items

CIs are defined as a collection of components that comprise the TADLP subsystems.

3.4 Document Identification and Numbering

The document identification and numbering system used within TADLP is addressed in Section 6 of this plan. The numbering of Trouble Reports and Engineering Change Proposals is addressed in Section 5.

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4.0 Configuration Control

4.1 Formal Control Implementation

Configuration Management of CIs is accomplished through the use of ECPs to maintain changes to a particular baseline.

4.1.1 Formal Control Levels

ECPs and TRs are the vehicles used for processing changes to established baselines. ECPs are discussed in paragraph 5.2; TRs are discussed in paragraph 5.6. The System Subsystem Specifications (SSS) is the specification-level document that provides technical definition for configuration identification of the CIs to be controlled in accordance with this section.

4.1.2 Configuration Management Responsibilities

4.1.2.1 The CMO shall be responsible for:

a. Verifying that technical changes are until the changes have been approved
b. Verifying the implementation of approved changes and dissemination of documentation
c. Providing complete traceability for all changes

4.2 Engineering Change Proposals

MIL-STD-973 establishes the ECP as a vehicle for requesting changes to established baselines.

4.2.1 ECP Classification

The following two classes of ECPs have been adapted from MIL-STD- 973 for the TADLP development procedures, specifically for requirements management:

Class I ECP: A Class I ECP identifies a change which meets one or more of the following criteria:

(1). Affects the System Subsystem Specification

(2). Costs in excess of $25,000 to implement

(3). Impacts development schedules/major milestones

(4). Affects safety conditions by eliminating a

Class II ECP: A Class II ECP identifies a change that is not identified as a Class I change and encompasses the following:

(1). Changes in the performance specifications does not exceed $25,

(2). Changes that do not impact program development/

4.2.2 ECP Priority

A priority of emergency, urgent, or routine is assigned to each ECP based upon the following definitions. The responsible Engineering Division Chief assigns one of the following priorities:

Emergency: An emergency priority will be assigned to an ECP to make a change in functional requirements that, if not accomplished without delay, may seriously compromise national security

Urgent: An urgent priority is assigned to ECPs for any of the following reasons:

(1). When the lead-time requires a slippage of approved implementation schedules if the ECP is not incorporated

(2). When significant net life cycle cost savings result if the ECP processing is expedited

(3). To make changes in functional requirements that implement new/changed requirements issued by higher authority with stringent completion dates

Routine: Routine priorities are assigned to proposed ECPs when emergency or urgent priorities are not applicable

4.2.3 Class I Emergency/Urgent ECPs

ECPs with emergency or urgent priorities are to be resolved by the most expeditious means. Urgent priority ECPs are not required but may be forwarded to TADLP PMO by the fastest means. ECP numbers are required in all communications with the PMO. If the initial communication was by other than a written TADLP Trouble Report format, it must be confirmed. The TADLP PMO requires formal ECPs within 30 days of initial notification unless specified otherwise. A preliminary ECP (the TR) must be submitted within the 30-day period. The preliminary and formal ECP require the same number, and the following reference:

a. Method and date of the original communication
b. TADLP PMO individual contacted
c. Source of resultant contractual direction, if any

4.2.4 Preliminary ECP

The preliminary ECP consists of a completed form and supporting information necessary for evaluation of the subject change. The preliminary ECP is used to:

a. Provide the PMO with initial information in order to permit preliminary
b. Permit a preliminary choice of alternative proposals
c. Facilitate early consideration by the PMO of changes that require study or coordination

4.2.5 All ECPs

A formal Class I ECP is written for a priority of emergency or urgent, and approved preliminary ECPs. The formal ECP package consists of a completed ECP form, a supplementary cost form, and draft change pages for the document(s) against which the formal ECP is written. The formal ECP is used to:

a. Provide cost and CI impact
b. Serve as the control vehicle for change implementation in CIs
c. Serve as the basis for acquiring higher-level approval, when required
d. Serve as the vehicle for upgrading software baselines

The Class II ECP consists of a completed ECP form, a supplementary cost form, and draft change pages against which the ECP is written. A Class II ECP serves the same purpose as a Class I ECP except that it is approved by the CCB.

4.2.6 ECP Numbering

ECPs written against the TADLP System are numbered sequentially using the format as defined in this CM plan. The ECP numbering format is comprised of a sequential numerical value and the assigned point version code for documentation.

4.3 ECP Processing

The ECP Process is maintained in a separate document titled Configuration Management Engineering Change Proposal (ECP) Process, version 1.x. See the TADLP CMO for a copy of this document.

4.4 Trouble Reports (TRs)

The TR Process is maintained in a separate document titled Configuration Management Trouble Report (TR) Process version 1.x. See the TADLP CMO for a copy of this document.

5.0 Document Control

5.1 Introduction

Document control consists of review processes for newly developed documents and changes/revisions to existing documents.

5.2 Document Control Numbers

The CMO provides the assignment of control numbers for documents. The document control number is sequential and located in the upper right corner of the title page. This number is formatted as YEAR-NUMBER. TADLP document-type number blocks for all categories of documentation except technical documents are as follows:

a. Baseline Documents PM(A) 01-99
b. Notes N(A) 100-199
c. Informal Reports IR(A) 200-299
d. Formal Reports FR(A) 300-399
e. Handbooks H(A) 400-499
f. Support Manuals M(A) 500-599
g. Test Documents T(A) 600-699
h. Budget Documents B(A) 700-799

For example: The Quality Assurance Report is a weekly report published for internal program management staff review. Accordingly, this document is to be marked bearing in the upper right corner of the cover page “98-FR (QA) 300, 301, 302”, etc.

Deliverable Documentation Procedures

Final responsibility for recommending document approval rests with the PM or Division Chiefs. Hence, the responsible Division Chief has the implicit responsibility for a document's overall scope and adequacy of content. Additionally, the Division Chief determines whether the document requires a review by the CCB.

5.3 Approval Cycle

The CMO routes draft documents to the Division Chiefs for approval. The Division Chiefs review and approve the document, or recommend the document for further action via the CCB process. Once the document has been approved by the CCB, a letter will be prepared for the PM’s signature, and this signature constitutes formal approval of the document.

5.3.1 Distribution

The CMO ensures that TADLP documents are distributed in accordance with distribution lists and that master reproducible and electronic documents are archived, controlled, and safeguarded.

6.0 Technical Reviews and Audits

6.1 Introduction

Verification of project status and supporting documentation is accomplished by the conduct of audits and reviews. A series of formal and informal reviews and audits is scheduled periodically and is event-driven throughout the life cycle maintenance of program development.

Reviews and audits outlined within this section are in compliance with the Department of Defense Standards (DOD-STDs) and Military Standards (MIL-STDs). These audits and reviews include, but not limited to:

a. System Requirements Review (SRR)
b. System Design Review (SDR)
c. Critical Design Review (CDR)
d. Test Readiness Review (TRR)
e. Formal Qualification Review (FQR)
f. Informal reviews and inspections
g. Functional Configuration Audit (FCA)
h. Physical Configuration Audit (PCA)
i. In-Progress Reviews (IPR)

6.2 Reviews

Reviews provide means of periodic examination during development phases, and provide a basis for baseline growth and expansion.

6.2.1 System Requirements Review (SRR)

The SRR is conducted when a significant portion of the system functional requirements has been established. These functional requirements determine initial direction and progress of development and planning efforts toward achievement of the complete system configuration objectives. Total system engineering and its output are reviewed for safety, responsiveness to system and segment requirements, and provide direction as necessary to complete the objective system.

6.2.2 System Design Review (SDR)

The SDR is conducted to evaluate the optimization, correlation, completeness, and risk associated with allocated requirements.

6.2.3 Critical Design Review (CDR)

The Critical Design Review is to be conducted on each CI prior to production, release, or installation. The focus of the review is determination of the acceptability of the detailed designs, performance test characteristics of the design solutions, and on the adequacy of the operation and support documents.

6.2.4 Test Readiness Review (TRR)

The TRR is conducted to evaluate the completeness of formal test procedures and the preparedness of formal testing to be conducted against the program.

6.2.5 Formal Qualification Review (FQR)

The FQR is the qualification testing required to verify performance of CIs. Functions of the FQR may be combined with those of the Functional Configuration Audit (FCA) when appropriate. If the number of test results at the time of the FCA is minimal, the FQR is conducted during system testing prior to the Physical Configuration Audit (PCA).

6.2.6 In-Progress Reviews (IPR)

In-Progress reviews established by the program management, monitor intermediate product deliveries between formal review milestones. These reviews may be established at any measurable point in the product delivery cycle to ensure timely completion and compliance with the TADLP development schedules.

6.3 Configuration Audits

Configuration Audits provide a means for examining functional and physical characteristics of CIs and their support documentation

6.3.1 Functional Configuration Audit (FCA)

Functional Configuration Audits are conducted in two parts: FCA 1 is conducted prior to establishment of the pre-product baseline; and FCA 2 is conducted prior to establishment of the product baseline. The PCA is performed to establish the product baseline.
The objective of the FCA is to ensure that the performance is in compliance with System/Subsystem Specifications (SSS). Discrepancies identified during FCA 1 are to be revisited during the conduct of FCA 2.

6.3.1.1 FCA Audit Items

Principal items to be audited during the FCA are:

a. Test plans and procedures
b. Test reports and results
c. Updated System/Subsystem Specifications (SS)
d. Updated Software Requirements Specifications (SRS)
e. Approved ECPs (incorporated and tested)
f. Follow-up of CDR findings

6.3.1.2 FCA Audit Procedures

Test plans and procedures are audited and compared against official test data, including checks for completeness and accuracy. Deficiencies are documented; completion dates for correction are established and recorded. Test reports are validated for accurate reflection and complete descriptions of the software tests conducted. Test procedures and results are reviewed for compliance with the SSS/SRS. SSS requirements that are unable to be validated are identified, and solutions for subsequent validation are recommended. The development of an updated Configuration Index for the software and a preliminary checklist for the PCA result from the FCA.

6.3.2 Physical Configuration Audit (PCA)

The PCA is the formal examination of the "as-built" version of a CI, and is measured against the approved/released technical documentation. The PCA includes detailed audits of all technical data and documentation required for the CI. The PCA determines whether testing requirements are adequate for acceptance of the CI. Subsequent to PCA acceptance and approval, the CCB processes all changes

6.3.2.1 PCA Tasks

Specific PCA tasks include:

a. Review of SSS/SRS to ensure documents reflect all approved ECPs
b. Inspect user manuals for format, completeness, and adequacy for use
c. Inspect documentation deliverables at the time of the audit
d. Review CM status accounting records to ensure complete traceability of TRs/ECPs
e. Review FCA action item discrepancies that require resolution validation

f. Review life cycle change control procedures
g. Examine and verify released program records and status accounting files against test reports and build delivery letters
h. Review FCA-developed checklist to identify task completion requirements prior to conducting the PCA

6.4 Life Cycle Audit

Life cycle audits are conducted to ensure that TADLP documents are complete, accurate, and current. These audits provide a forum for review of test results and assessments of compliance with standards, requirements, and control related to specifications and other data items. Proper incorporation of changes is the emphasis of life cycle audits. Division Chiefs are responsible for the maintenance of computer programs and documentation, including establishment of internal quality control and verification procedures. This change verification process requires systematic approaches to ensure that:

a. All changes are properly approved and authorized for implementation by the CCB
b. Released data conforms with project requirements
c. Changes are incorporated as specified in approved ECPs
d. Changes are documented and archived

6.5 Independent Verification and Validation

The CMO designates a team of members representing various functional areas within the TADLP for audits and verification of CIs. The size of the team depends on the expertise required and complexity of program modifications to be reviewed. Review teams may be divided into groups when necessary according to appropriate technical specialty, and may be paired with the counterparts of the preparing activity to review specific program areas. Team members should have the following backgrounds:

a. Technical background in the area covered by the material or documents under review
b. Knowledge of the program requirements which the document supports
c. Knowledge of reference documents

6.6 Configuration Records

The CMO and responsible departments maintain records of configuration audits and reviews. The CMO is responsible for maintenance of master records for verifying the adequacy and proper performance of the configuration and control system. Records include copies of all review and audit reports as evidence that inspection of the computer program and documentation has been conducted. The CMO uses master documents for verification that production personnel are using current released data, and that documents are being maintained properly. The CMO is responsible for maintenance of implementation records, ECP files, and TR files.

6.7 Quality Assurance (QA)

Quality Assurance ensures that, when computer programs are in developmental stages, the agenda items are included for software safety at all major reviews and issues that arise are tracked to closure. QA representatives ensure agenda items are added to scheduled reviews to address any safety-related issues, and that all issues are tracked to closure.

7.0 Configuration Status Accounting

7.1 Configuration Status Accounting Objectives

Configuration status accounting provides project staff and users at all levels with required information for monitoring and managing TADLP configuration throughout the life cycle. Status accounting properly integrated with identification and change control procedures provides:

a. Tools to support and verify systematic maintenance of specifications and other documents that depend on the CIs for their content
b. Traceability maintenance and correlation of approved changes for all support documentation
c. Correlation between documentation and delivered CIs
d. Periodic status reports of CIs and support documentation
e. Historical data for statistical evaluation and trend analysis

7.2 Configuration Index

The configuration of each CI is established at each baseline. Baseline composition is maintained in the Configuration Index as a part of the status accounting database and published in the project Configuration Status Accounting Document. Changes to released technical documentation are authorized, implemented, and released through the CMO.

7.3 Configuration Status Accounting Document (CSAD)

The CSAD is the formal report for monitoring baseline subsystems documentation for which TADLP PMO has responsibility. The CSAD contains the complete listing of CIs and supporting documentation, and provides current status of documents, ECPs, and TRs.

7.3.1 Documentation List

The documentation list provides a record of specifications and other maintainable documents issued to support the development and use of CIs.

7.3.2 TRs and ECPs

The TR and ECP section of the CSAD provides a listing of open TRs and ECPs written against a particular CI.

7.3.3 Database Development and Maintenance

The status accounting database is updated daily by the CMO. Division Chiefs must provide initial information pertaining to baseline CIs and support documents to the CMO.

8.0 Appendix A

APPLICABLE DOCUMENTS

The following documents, instructions, and directives establish basic policies for Configuration Management within the Department of Defense. This CM plan provides a supplement to these directives and has been tailored for specific application to the TADLP.

References

MIL-STD-480B	Configuration Control---Engineering Changes, Deviations and Waivers
MIL-STD-490	Specification Practices
MIL-STD-498	Software Development and Documentation
MIL-STD-973	Configuration Management

9.0 Appendix B

ACRONYMS

CCB Configuration Control Board
CDR Critical Design Review
CI Configuration Item
CM Configuration Management
CMO Configuration Management Officer
COTS Commercial-Off-The-Shelf
CSAD Configuration Status Accounting Document
DA Department of the Army
DOD Department of Defense
FBL Functional Baseline
FCA Functional Configuration Audit
FQR Formal Qualification Review
GOTS Government-Off-The-Shelf
IDD Interface Design Document
IDS Interface Design Specification
IPR In-Progress Review
IRS Interface Requirements Specification
LAN Local Area Network
OBL Operational Baseline
ODCST Office of Deputy Chief of Staff for Training
ORD Operational Requirements Document
PAT Performance Acceptance Test
PCA Physical Configuration Audit
PDR Preliminary Design Review
PDS Preliminary Design Specifications
PM Program Manager
PMO Program Management Office
PPS Program Performance Specifications
QA Quality Assurance

SAT	System Acceptance Test
SDD	System Design Document
SDR	System Design Review
SRR	System Requirements Review
SRS	System Requirements Specifications
SSS	System Subsystem Specifications
SUM	Software User's Manual
TADLP	The Army Distance Learning Program
TPIO	TRADOC Program Integration Officer
TRADOC	Training and Doctrine Command
TR	Trouble Report
TRR	Test Readiness Review
VTT	Video Tele-Training